



DOI ROLE-BASED SECURITY TRAINING PROGRAM QUICK REFERENCE GUIDE

Getting Started on GoLearn.gov

1. Log on the www.GoLearn.gov system, click on the **Course Catalog** link
2. Click **Catalog** and select **Karta** from the list of options
3. Click the **Information Technology Security** link to display the 4 learning tracks will appear, (Data Security, Network Security, Security Planning, and Security Policy/Guidelines).
4. Click on any track and you will find the list of courses included in each track.
5. Click the course title for the course you would like to take and then click **Register**.
6. You can launch a course by clicking on the **My Courses** link. Click on the **course title** and the course will start to load. **Ensure that your pop-up blockers are disabled for this site.


Note: When you launch a course, a security warning box will appear. Click **Yes** to continue.

Note: The **text box** will be displayed on each page of the course. This box can be **moved** by **clicking and dragging** it to a different part of the screen.

Pre- and Post-Assessments

- Each course contains **one pre-assessment** at the beginning of the course and **one post-assessment** at the end of the course.
- Once you enter a pre-assessment, you **will not** be able to enter into it again.
- After completing the pre-assessment, the 'View My Results' screen will appear. To take a **streamlined course tailored to the results** of your pre-assessment, click '**View My Learning Track**.' To take the **complete course**, click on '**Go to Course Map**.'
- By scoring a **70% or greater on the post-assessment**, you will earn credit for completing the course.

Exiting the Course

- After completing the post-assessment, the 'View My Results' screen will appear.
- You must achieve a **score of 70% or more** to receive credit for completing the course.
- You must **EXIT** by clicking  at the top of the course screen. At this point, the course has come to its conclusion.
- If you would like or need to **take the course or post-assessment over again**, click on "**Go to Course Map**" and select where in the course you would like to go.

Viewing Your Results

- If at any time you wish to **view your assessment scores**, click on "Menu" and then "View My Results".

Completion

- Once you complete the course, your **status as 'Complete'** will remain that way even if you take the course several more times.

Printing Your Completion Certificate

- On your list of all courses in the **My Courses** view, you will see a link for **Completion Certificate** for each course you have completed successfully.
- Click the link and the certificate will open in a new window from which you can print or save the certificate locally.